

AV Cart Operation

For Assistance - IT Services Help Desk 344-2518

Power on The AV System

1. Touch the Crestron touch screen on top of the lectern. The screen will either be displaying our Pirate logo or blank. If blank, it should wake up after touching. If controls are displayed on screen after waking, select input options.
2. Press “*Press to Start*” button to power projector on. Motorized screens should lower if present (**see settings below**).
3. If the PC computer in the lower lectern isn’t powered on, press power button located on the far left of the “small form factor” computer
4. The Touch Screen should display controls for source selection (PC, Laptop, Blu-ray, etc.) and volume controls (UP, DOWN, mute).

Project PC Computer Video

1. Press the PC button along the top of the touch screen. This is the default setting at power up

Project Laptop Video

1. Choose video connection cables from cable cubby on lectern top (VGA or HDMI), then connect to laptop
 - a. If using VGA, also connect 1/8” audio cable if audio is desired
2. Press “*Laptop*” source button on the Touch Screen
 - a. Press “HDMI” or “VGA” depending on video cable type

Project Blu-ray or DVD Video

1. **Denon Blu-ray – DVD Player**
 - a. Open the disc tray by pressing the eject button on lower area of player to the right of LED display which reads “No Disk” prior to loading disk
 - b. Select the Blu-ray source on the Touch Screen
 - c. Control the player via the touch screen (Play, Pause, Stop, etc.).
2. **PC Computer VLC Media Player software**
 - a. Open the PC disc tray by pressing eject button at top left area of PC and insert disc
 - b. The VLC Media Player software should auto load (PC source button should be selected on touch screen)
 - c. Control the player through the computer monitor interface

Volume Control

1. Raise and lower audio volume levels by pressing the up  or down  arrows along the bottom of the touch screen or on the right side of the touch panel

Video Mute

1. Press the light bulb icon located on the right hand side of the Touch panel to toggle the projector display on and off

Settings Button (Large Auditoriums only)

1. On the touch screen, press the “Settings” button to access additional controls:
 - a. **Screen:** raise and lower the screen
 - b. **Microphones:** mute the lectern and wireless microphones and adjust volume levels

Wireless Microphone

1. Press and hold the power button located on the top of the microphone transmitter (small rectangular cigarette sized box)
2. Microphone is ready to use when green light is visible on top of transmitter
3. To power OFF wireless transmitter: press and hold top button on the transmitter until green light goes out